



# Web-enabled Aviation Mishap and Reporting System

(WAMHRS)



# SAFETY AUTHORITY



# OBJECTIVES

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- Fill-out and fax Safety Authority Memo to Naval Safety Center

As a reminder the SA must be designated by the CO in writing on command letterhead and either faxed or mailed, attached with signature to an e-mail. Sample letter format is attached for your convenience. E-mail designation information directly to WAMHRS POC: Ms. Leslee McPherson [leslee.mcpherson@navy.mil](mailto:leslee.mcpherson@navy.mil) or [NRFK\\_SAFE\\_WESShelpd@navy.mil](mailto:NRFK_SAFE_WESShelpd@navy.mil)

OR FAX directly to: (757) 445-9124.

You can also mail them to:

COMNAVSAFECEN, CODE 51

375 A STREET

NORFOLK, VA 23511-4399

- Receive confirmation on approval



# SA Letter



## Command Letter Head

From: Commanding Officer, Command Name  
To: Commander, Naval Safety Center, 375 A Street, Norfolk, VA 23511  
Subj: APPOINTMENT OF (persons full name, rank/grade) AS THE WEB-  
ENABLED AVIATION MISHAP HAZARD REPORTING SYSTEM (WAMHRS)  
SAFETY AUTHORITY  
Ref: (a) OPNAVINST 5102.1D  
Reference (a) is the Navy and Marine Corps Mishap and Safety  
Investigation, Reporting and Record Keeping Manual.  
Per reference (a), the following person/personnel is/are designated as the  
WAMHRS Safety Authority/Authorities for the listed UIC/RUC/MUC:  
RANK/RATE/GRADE FIRSTNAME LASTNAME  
SAFETY AUTHORITY'S UIC/RUC/MUC  
OFFICIAL EMAIL ADDRESS  
TELEPHONE NUMBER  
DSN  
UIC/RUC/MUC: (LIST ALL UIC/RUC/MUC'S SAFETY AUTHORITY WILL BE  
RESPONSIBLE FOR RECOMMENDING APPROVAL FOR WESS ACCESS).  
He/she is responsible for following the specific duties and responsibilities of  
the WAMHRS Safety Authority as directed in reference (a).  
Signature



# ADMIN RESPONSIBILITIES

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- Each command should establish their own policies for handling WAMHRS reporting responsibilities. WAMHRS increases securities and levels of permissions for customer accounts to ensure the protection of Privileged information. The designated SA will electronically receive all requests for WAMHRS accounts from within their command or activity. The SA will then recommend approval or disapproval of account requests and, if approved, indicate what type of information access they are granting for the user. All local access and permissions to use WAMHRS and the ability to submit reports will be under the control of the SA.



# ENDORSEMENTS

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- **ENDORSEMENT ACCESS:** allows an individual to participate in the endorsement process for aviation safety investigation and hazard reports that require an endorsement by the chain of command or other designated activities. An endorsement chain will be created within WAMHRS by selecting from a UIC/RCC/MUC list. Only commands with at least one designated SA on file with NSC, or one person with endorsement access, will receive a notification that an endorsement is awaiting action. When a report needing endorsement is routed to a command, anyone within that command with endorsement access may act on behalf of that command to insert the endorsement. When an account is requested (usually by COs/XOs or safety leadership) the SA will make the determination and indicate which account holders within their activity require endorsement access. Each command should establish their own policies for handling WAMHRS endorsement privileges.



# NAVAL SAFETY CENTER

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## Naval Safety Center

COMNAVSAFECEN

All Sites



Advanced Search

NAVAL SAFETY CENTER

ACQUISITION

AFLOAT

ASHORE

AVIATION

MEDIA

PAO

ORM

OSH

TRAINING

SITEMAP

STATISTICS

WESS

We are in the process of t  
and are moving the highest pr  
We appreciate your patience while we continue this effort. We regret any inconvenience.

**CLICK HERE!**

### Resources

- CMC Toolbox
- Mishap Summaries
- Posters
- Success Stories
- Staff
- TRIPS

### Services

- Culture Workshops
- Surveys

### Popular

- Summary of Mishaps
- Photo of the Week



### What's New

Summer Safety Campaign

2010 Motorcycle Safety Poster Contest

CNO FY09 Safety Awards

Admiral's Quarterly newsletter

"Deckplate Dialogue"

Suicide Prevention PSAs

Preventing injuries from sports and physical training--a new video course for leaders, from the Army Center for Health Promotion and Preventive Medicine.

Coalition of Sailors Against Destructive Decisions (CSADD)

Preliminary Lessons Learned Report

New! Follow us on Twitter at NSC\_Updates. for the latest in risk management information, products and services, and mishap data.



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MEDIA

PAO

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OSH

TRAINING

SITEMAP

STATISTICS



## Web Enabled Safety System

# WESS



ABOUT

FY11 COURSE CATALOG

GENERAL COURSE INFO

QUOTA REQUEST OR CANCELLATION

STAFF ROSTER

Click on the logo to enter WESS

# CLICK HERE!

### Quick Links to Online Systems

[Web Enabled Safety System \(WESS\)](#)

[WESS News](#)

[WESS-DS Disconnected System](#)

### Account Setup

[Request/Maintain Account](#) (Note: CAC card is required to access this link.)

[WESS Account Safety Authorities](#) -- AL SAFE about Appointments (051833Z Dec 07)

[Sample WESS Safety Authority Designation Letter](#)

[Sample WESS Safety Authority Designation Message](#)

[Release Notes\(U6/29/10\)](#)

[WESS Worksheets](#)

[WESS Aviation Worksheets](#)

**[NEW! WESS Aviation Module Training](#)**

[WESS Safety Authority Users' Guides](#)

[Users' Guides](#)

[WESS Frequently Asked Questions \(FAQs\)](#)

[DJRS Frequently Asked Questions](#)

### More Information

CTO 06-01 Guidelines for PKI access effective 12-28-06

What's New With WESS

### Feedback Information

[Feedback Form](#) -- Use this form to report a concern or suggest an improvement to the WESS system.

[Help Request Form](#) -- Use this form if you experience a problem or need help with WESS.

*Note: WESS undergoes maintenance every day from 0115 to 0230 Eastern Time. You may experience system interruption during this period.*

If you are experiencing "Page Cannot Be Displayed" when attempting to access <https://wess.safetycenter.navy.mil>, this may be related to setting in your internet browser.

Microsoft Internet Explorer users can check this setting by performing the following instructions in an open IE window:

- Go to Tools/Internet Options/ tab to advanced
- Scroll down to Security
- Use TLS 1.0 must be unchecked

If you need more information, contact the WESS Help Desk using our [Help Request Form](#) or call (757)444-3520 ext. 7048 (DSN 564) during normal business hours, Monday-Friday, 0800 to 1630 EST/EDT. You can also send us feedback: [Feedback Form](#) or send an email to helpdesk at [NRFK\\_SAFE\\_WESShelp@navy.mil](mailto:NRFK_SAFE_WESShelp@navy.mil).





**WESS Version # 3.0.0 R1**

Activity

PKI Login



**US DEPARTMENT OF DEFENSE WARNING STATEMENT**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

**CLICK HERE!**

attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)  
during normal business hours, M-F, 0800 to 1630 EST/EDT.





## Select Subsystem

[Help](#)

[Activity Menu](#)

[Feedback Form](#)

[Logout](#)

[Terms and Conditions](#)



5102 Mishaps  
5102 Hazards

**Aviation**

3750 Hazards  
3750 Mishaps

**CLICK HERE!**



**My Workspace**

**Action Items**

- ▶ Initial Notifications
- ▶ Draft
- ▶ Shared
- ▶ Edit Submitted
- ▶ Routed For Review
- ▶ Rejected by Routing Chain
- ▶ Rejected by QA
- ▶ Misrec/Hazrec
- ▶ Endorsements
- ▶ Notifications
- ▶ Pending Requests

**Report List**

Local Serial	Event Date	Severity	Reporting Unit	Short Narrative
--------------	------------	----------	----------------	-----------------



CLICK HERE!

Start ▼



**My Workspace**

**Action Items**

- Initial Notifications
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- Misrec/Hazrec
- Endorsements
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**Report List**

Local Serial	Event Date	Severity	Reporting Unit	Short Narrative
--------------	------------	----------	----------------	-----------------



Start ▾

- Desktop
- Initial Notification
- Aviation Mishap/Hazard Entry
- Search/Edit
- My Workspace
- Account Maintenance**
- Flight Reports
- Log off

**CLICK HERE!**



**My Workspace**

**Action Items**

- Initial Notifications
- Draft
- Shared
- Edit Submitted
- Routed For Review
- Rejected by Routing Chain
- Rejected by QA
- Misrec/Hazrec
- Endorsements
- Notifications
- Pending Requests

**Report List**



Local Serial	Event Date	Severity	Reporting Unit	Short Narrative
--------------	------------	----------	----------------	-----------------



- Desktop
- Initial Notification
- Aviation Mishap/Hazard Entry
- Search/Edit
- My Workspace
- Account Maintenance**
- Pre-formatted Reports
- Log off


Modify Account

**CLICK  
HERE!**



My Workspace

Account Maintenance - Modify Account

Search Accounts by UIC, First Name or Last Name 

First Name:

Middle Name:

Last Name:

Rank:

Telephone Number:

DSN Telephone Number:

UIC:  

Email:

Type Command UIC here and hit *magnifying glass icon*.

**\*\* All Individuals requesting an account or Active/Suspended WAMHRS accounts will be displayed.**



My Workspace

Account Maintenance - Modify Account

Search: [ ]

- Boudreaux, Curtis contr
- Bowen, James LT
- Conway, Robert CAPT
- Cowart, Gary LT
- Frey, Aaron Capt
- Greene, Bartt Major/O-4
- Hart, Dirk LCDR
- Lindsay, Robert LT
- Monbouquette, Marc LCDR
- Nassau, Steven CDR/O-5

Page 1 of 1 No data to display

Sub-Systems:

- ☐ Afloat
- ☐ Aviation
- ☐ Dive Jump Reporting System
- ☐ Shore/Ground

Save

Select Individual



My Workspace

Account Maintenance - Modify Account - Hart, Dirk LCDR [1025918432]

Hart, Dirk LCDR

First Name: Dirk

Middle Name: Justin

Last Name: Hart

Rank: LCDR

Telephone Number: (850) 452-5141

DSN Telephone Number: 922

UIC: N39961

Email: dirk.hart@navy.mil

Account Status: ACTIVE

Reason for Account:

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Draft & Routing
  - ☒ Aviation Endorser
  - ☒ Hazrep Notification

Suspend

Save

**Suspend Function**





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Hart, Dirk LCDR

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Middle Name: Justin

Last Name: Hart

Rank: LCDR

Telephone Number: (850) 452-5141

DSN Telephone Number: 922

UIC: N39961

Email: dirk.hart@navy.mil

Account Status: ACTIVE

Reason for Account: Converted from a WAM account

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Draft & Routing
  - ☒ Aviation Endorser
  - ☒ Hazrep Notification





# ADMINISTRATION

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- Within the “Modify Account” page the SA can verify account information, approve/suspend accounts, and designate certain permissions/privileges for each individual account holder within their Command. SA should verify the individual’s information, under: Account Status: select: ACTIVE; under: Reason for account: Type-in simple justification;
- Sub-systems: select: Aviation. Once Aviation is selected the SA can approve permissions for that specific account.



# SUB-SYSTEMS

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- Aviation Draft and Routing (Administrative Function)
- Aviation Endorser (Allows ability to draft and submit SIR and HAZREP endorsements)
- HAZREP Notification (Permits account holder ability to read all community HAZREPS)
- Aviation Draft Releaser (ability to draft and submit SIR and Hazard reports)
- Privilege Access (permission to view SIRs and other Privileged Evidence)
- Initial Notification (ability to draft and release initial notification reports after a mishap or ATC/Severe Hazard was identified)
- Full Notification (Allows for all SIRs and HAZARDS to be viewed).



My Workspace

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Hart, Dirk LCDR

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Middle Name: Justin

Last Name: Hart

Rank: LCDR

Telephone Number: (850) 452-5141

DSN Telephone Number: 922

UIC: N39961

Email: dirk.hart@navy.mil

Account Status: ACTIVE

Reason for Account: Converted from a WAM account

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Draft & Routing
  - ☒ Aviation Endorser
  - ☒ Hazrep Notification





# SUB-SYSTEMS

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- Aviation Draft and Routing  
(Administrative Function--ability to input data into HAZREPs and SIRs)
- Aviation Endorser (Ability to draft and submit SIR and HAZREP endorsements)
- HAZREP Notification (Permits account holder ability to read all community HAZREPS)



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39961

First Name: Dirk

Middle Name: Justin

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Rank: LCDR

Telephone Number: (850) 452-5141

DSN Telephone Number: 922

UIC: N39961

Email: dirk.hart@navy.mil

Account Status: ACTIVE

Reason for Account: Converted from a WAM account

Sub-Systems:

- ☒ Aviation Draft Releasor
- ☒ Privileged Access
- ☒ Initial Notification
- ☒ Misrec/Hazrec Responder
- ☒ Full Notification





# SUB-SYSTEMS

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- Aviation Draft Releaser (ability to draft and submit SIR and Hazard reports)
- Privilege Access (permission to view SIRs and other Privileged Evidence)
- Initial Notification (ability to draft and release initial notification reports after a mishap or ATC/Severe Hazard was identified)
- MISREC/HAZREC Responder (Usually reserved for NAVAIR—however if there is a recommendation from an endorser for a command to provide a recommendation to HAZREP or MISHAP).
- Full Notification (Allows for all SIRs and HAZARDS to be viewed).



My Workspace

Account Maintenance - Modify Account - Hart, Dirk LCDR [1025918432]

39961

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- ☒ Misrec/Hazrec Responder
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# QUESTIONS???

